

1 st Cover Application Materials
<input type="checkbox"/> Form NRCS CPA 1200 Conservation Program Application
<input type="checkbox"/> Form CCC941 Average Adjusted Gross Income (AGI) certification
<input type="checkbox"/> Landownership or Proof of Land Control (<i>Deed, tax record, lease, rental agreement or other legal documents</i>)
<input type="checkbox"/> Entity Signature Authority (<i>CCC901 or CCC902, Bylaws, Resolutions</i>)
<input type="checkbox"/> Form FSA211 Power of Attorney
<input type="checkbox"/> Form NRCS CPA 1202 <i>contract</i>
<input type="checkbox"/> CPC Appendix <i>contract rules</i>
<input type="checkbox"/> Screening and Ranking worksheets
<input type="checkbox"/> DUN's and SAM's documentation
Joint Agreements
Form NRCS CPA 153 Agreement Covering Contract Non-Compliance
Self-Assessment Workbook (<i>CSP only</i>)

2 nd Cover Record of Assistance
Conservation Assistance Notes
General Correspondence
Form NRCS CPA 13 (<i>yearly contract review</i>)
Appeals and Mediation

3 rd Cover Maps
<input type="checkbox"/> Contract Map (<i>include contract number, all CIN's, field number, and acreage</i>)
Conservation Plan Map
Soils Map
Location Map
Topo Map
Soils Descriptions

4 th Cover Plan and Contract
<input type="checkbox"/> Form CPA 1155 Conservation Plan Schedule of Operation
<input type="checkbox"/> Form CPA 1156 Revision of Schedule of Operations (<i>Modification of a contract</i>)
Conservation Plan

5 th Cover Technical Documents
<input type="checkbox"/> CPA52 Environmental Evaluation Worksheet
NEPA Documents
Job Sheets
Practice Designs and Drawings
Archaeological Information
Operation and Maintenance agreements

6 th Cover Payment & Supporting Documents
Form NRCS 1245 Payment Application
Certification of Conservation Practice notes/jobsheets
Form NRCS FNM 60 EFT Hardship Waiver Request
TSP practice implementation data
Invoices/Receipts for AA/AM Contracts

NOTE: All original documents are to be filed in a six part folder and will remain in the Field Office. The Field Office will forward electronic copies of all highlighted contract documents to the Document Management System (DMS) once an application has been set to "Approved" by the District Conservationist. No contract funds will be obligated until all the highlighted documents are uploaded to DMS.